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GUIDANCE FOR UNIVERSITY-AFFILIATED TRAVEL

(UPDATED AUGUST 25, 2020)

This updated version of the guidance is effective August 25, 2020. Please note that this guidance is current as of the date listed herein and is subject to change.

Domestic Travel

Student domestic travel guidance is available here.

Beginning July 1, 2020, employees must seek permission for University-affiliated domestic travel, including air travel, from their unit executive (e.g., dean, chancellor). Employees are asked to limit travel where possible and consider virtual options that might replace or reduce the need to travel. College of Medicine faculty at the Penn State Hershey Medical Center, both clinical and basic science, are expected to follow the shared guidelines issued together by Kevin Black, interim dean of the College of Medicine, and Penn State Health.

Employees wishing to travel should:

- Carefully review the PA Department of Health guidance.
- Research the restrictions imposed in the area(s) to which they are traveling and ensure that they can comply with the restrictions.
- Obtain permission to travel from their unit executive.
- Arrange any necessary air travel through Anthony Travel, Penn State's preferred travel agency, when possible.

Once approved for travel, employees must comply with the following:

- Practice social distancing and hygiene recommendations before and during travel.
- Obtain masks, hand sanitizer, and any PPE that might be necessary in the course of their work while traveling. Masks should be worn at all times when interacting with others and as advised by the area(s) to which they are traveling.
- Travel one person per vehicle unless an exceptional circumstance dictates otherwise.
- Observe the following guidelines when returning home:
    - Domestic travel to/from other states, or to/from a yellow/red county:
        - Asymptomatic individuals who have been given permission for on-site work can continue to work following the "Health Monitoring and Temperature Screening" process in the COVID-19 Supervisors Instructions.

        - For 14 days after returning home, employees must take their temperature at home within one hour before reporting to work and report “ok” status to supervisor or designee before arriving to work.
        - Individuals who become ill/symptomatic must stay home and follow the COVID-19 reporting protocols.
    - Domestic travel between green counties within PA:
        - No restrictions for asymptomatic individuals. Employees who become ill should stay home and follow COVID-19 reporting protocols.

Employees commuting to the workplace between counties within PA or other states:

- All employees are working remotely until further notice; employees returning to the workplace at this time must have prior approval.
- Individuals should monitor their health; if they become ill/symptomatic, stay home and follow the COVID-19 reporting protocols.
- Individuals do not need to report health condition unless they become ill/symptomatic.

International Travel

All University-sponsored international travel involving students, faculty, and staff is suspended until further notice. This guidance will be revisited monthly and revised as State Department and other public health guidance evolves.

If travel is essential, requests should be screened by and submitted through unit executives to Executive Vice President and Provost Nicholas P. Jones at provost@psu.edu and include a description of why the travel is mission critical. For the Applied Research Laboratory, essential travel will be reviewed by Senior Vice President for Research Lora G. Weiss at OSVPRTravel@psu.edu. For the College of Medicine, essential travel will be reviewed by Interim Dean of the College of Medicine Kevin Black at dean@pennstatehealth.psu.edu. After this review, all travel requests will be sent to the Global Safety Office for review by the International Restricted Travel Committee prior to final approval.

Employees wishing to travel internationally must request approval at least one month prior to the expected date of departure. Requestors must must receive approval prior to purchasing airline tickets, hotel accommodations, etc. Once approved, all international travel must be registered with the Travel Safety Network at least three business days prior to departure. All travel arrangements **MUST** be made through Penn State’s travel provider, Anthony Travel. The Global Safety Office (TSN@psu.edu) will continue to assist approved international travelers and be a resource for any questions about health and safety at your destination(s).

Requests must contain the following elements:

1. Identify why the travel is critical.
2. Provide a proposed travel itinerary with the expected dates of travel and country

or countries to be visited.

3. Review health and safety information for the country or countries you plan to visit, taking into account the impact of the COVID-19 pandemic:
    a. Please describe the prevalent risks currently present in the country or countries where you are proposing to travel. Please refer to the U.S. Department of State Travel Advisory for the country you are traveling to as well as United Healthcare Global WorldWatch report to research current risks associated with your travel.
    b. For the risks you have identified, please explain how you would prepare for and mitigate those risks and respond to possible emergencies.
    c. Please indicate any previous travel experience and/or language skills that may be relevant to the country in which you plan to travel.
4. Carefully review the PA Dept of Health Travel guidance.
5. Review the Penn State COVID-19 site.
6. Please research the restrictions imposed in the area(s) to which you are traveling and ensure that you can comply with the restrictions.
7. Provide documentation that the institution/organization you will be visiting has provided you with permission, if applicable
8. Your unit executive should submit this request on your behalf and indicate their approval and indicate their approval and affirmation that the research being conducted is essential.

Please note the following:

1. All requests to travel must be submitted at least one month prior to the date of departure.
2. **All international travel must be registered with the Travel Safety Network at least three business days prior to departure. All travel arrangements MUST be made through Penn State's travel provider, Anthony Travel.**
3. Practice social distancing and hygiene recommendations before and during travel.
4. Obtain masks, hand sanitizer, and any PPE that might be necessary in the course of your work while traveling. Masks should be worn at all times when interacting with others and as advised by the area(s) to which you are traveling.
5. Travelers should quarantine for 14 days upon arrival at their destination and should remain at home and monitor health for 14 days should they return to the United States under current guidelines.
6. Policy TR01, International Travel Requirements, applies to all international travel.